



## **Cumberland Referees Association (CRA) Roles and Responsibilities**

### **Mission Statement**

- To foster, encourage, and improve all organized amateur hockey referees within the area under its jurisdiction.
  - To standardize the methods and techniques of refereeing in both the two- and three-official systems and achieve uniformity throughout the jurisdiction with respect to rule interpretation and application.
  - To provide guidance, support, and direction to referees and CRA executives, emphasizing the development of good character and citizenship.
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### **Guidelines**

- These guidelines are intended to provide insight into the roles and responsibilities of the Cumberland Referees Association (CRA) Executive Committee.
  - A CRA member may be appointed to more than one position on the Executive Committee.
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### **President**

- Oversees the overall functioning of the association.
  - Calls Executive Committee and body meetings monthly during the regular season, and additional meetings as deemed necessary.
  - Provides guidance to members of the association as needed.
  - May attend District and/or Branch meetings on behalf of the Referee-in-Chief (RIC), if they are unavailable.
  - May appoint other members to the Executive Committee, subject to approval by current Executive Committee members.
  - Collects and reviews annual reports from Executive Committee members and submits a consolidated report to the District.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Prepares an annual report jointly with the Referee-in-Chief, compiling input from other executive members.
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### **Referee-in-Chief**

- Serves as liaison with Hockey Eastern Ontario (HEO); attends RIC meetings called by the Branch RIC.
- Represents the CRA on the Cumberland Minor Hockey Association (CMHA) District 12 Executive Council.
- Prepares and presents a monthly RIC report to CMHA on all referee-related matters.

- Oversees referee development, training, recruitment, evaluation, mentorship, game assignments, and associated policies and procedures.
  - Ensures the referee program supports the association's needs, including planning for recruitment and succession.
  - Chairs monthly Executive Committee and body meetings.
  - Promotes risk management awareness regarding referees to the CRA Executive. (Not sure exactly what this entails?)
  - Ensures consistent communication with CRA executives and the full body of officials.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Prepares an annual report in conjunction with the President.
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#### **Alternate Referee-in-Chief**

- Leads the recruitment and development of new officials to maintain a vibrant officiating program.
  - Assumes RIC duties in their absence.
  - Provides guidance to CRA members as needed.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Submits an annual report to the President and Referee-in-Chief.
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#### **Secretary**

- Books meeting rooms, sends meeting notices and reminders to CRA members, and updates the "News & Events" section of the website.
  - Takes and distributes minutes from executive and body meetings.
  - Sends action item reminders to Executive Committee members.
  - Tracks meeting attendance and provides summaries to the executive.
  - Oversees the completion and tracking of Police Record Checks (PRCs) and updates the Hockey Canada (HC) database and CRA website accordingly.
  - Ensures annual signing of CRA's "Statement of Understanding" (SoU) by all officials.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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#### **Assignor(s)**

- Liaises with hockey and tournament organizations to obtain, verify, and update all hockey schedules and rules that pertain to the regular season, play-offs and tournaments.
- Coordinates with the Webmaster to upload schedules to the referee assigning website.
- Communicates with officials to inform them of upcoming game events (e.g., pre-season, regular season, playoffs, tournaments).
- Reminds officials to update their availability to facilitate accurate assignments.
- Assigns an appropriate number of officials, matching experience level to game type, in a timely manner.
- Monitors assignments to ensure officials acknowledge their scheduled games.

- Ensures timely assignment of all scheduled games.
  - Oversees game changes between officials and ensures appropriate-level officials are assigned (Rated Officials).
  - Reports missed assignments to the RIC, Treasurer, and Director of Discipline.
  - Provides feedback to the CRA Executive on issues with officials' availability, reliability, or demeanor.
  - Coordinates with other local associations during periods of high demand (e.g., tournaments) to ensure sufficient officiating coverage.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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### **Treasurer**

- Acts as liaison with the CMHA VP-Finance and Director of Finance.
  - Prepares monthly invoices for CMHA games and timely invoices for tournaments.
  - Deposits received cheques.
  - Enters payment adjustments into the website promptly.
  - Prepares pay cheques for distribution at monthly body meetings.
  - Maintains the CRA transaction register.
  - Reconciles monthly bank statements with the transaction register.
  - Prepares monthly financial statements.
  - Develops the annual referee development budget and submits motions to CMHA.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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### **Director of Mentorship**

- Leads mentorship through HEO and Hockey Canada mentorship programs.
  - Identifies and recruits senior officials to serve as mentors.
  - Matches mentees with suitable mentors.
  - Builds and maintains strong relationships with both mentors and mentees to ensure successful program participation.
  - Manages lists of new and continuing mentees.
  - Maintains regular communication to ensure mentorship goals are met.
  - Collects mentorship reports aligned with coaching reference periods and shares them with the executive.
  - Collaborates with the Director of Development to support referee growth through evaluations and recommendations.
  - Organizes new referee clinics and assists with development sessions.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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### **Director of Development**

- Coordinates and facilitates referee clinics and seasonal training.
  - Oversees all development matters related to CRA officials.
  - Books ice time for development sessions.
  - Plans and attends on-ice development for two- and three-official systems.
  - Assigns and reviews monthly development tasks, providing corrections as needed.
  - Reports officials who miss development deadlines to the Director of Discipline, RIC, Treasurer, and Assignors.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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### **Director of Coaching / Supervisions**

- Assigns supervisions to selected senior officials based on established guidelines.
  - Sends lists of available games for supervision to assigned supervisors.
  - Reviews TTM-supervisions monthly to ensure they are uploaded and supervisors have met their quotas.
  - Follows up with supervisors who have not completed their assigned supervisions.
  - Reports non-compliance to the Director of Discipline, RIC, Treasurer, and Assignors.
  - Adjusts game assignments as needed according to guidelines.
  - Compiles data for supervisor payments and submits it to the Treasurer biannually.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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### **Director of Discipline and Appeals**

- Enforces discipline when necessary, based on the CRA Code of Conduct.
  - Hears complaints and resolves concerns related to any referee, and is accountable to the Executive for any actions taken.
  - Ensures compliance with all CRA rules, by-laws, and Executive Council decisions.
  - Assists with CRA activities when required and available.
  - Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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### **Webmaster**

- Maintains and updates all content on the CRA website.
- Uploads schedules to the website to facilitate game assignments by the Assignors.
- Adds or removes officials from the website as needed.
- Uploads or removes files and documents on the website.
- Ensures all website information is accurate and up to date.
- Provides support to officials regarding website or platform access.
- Assists with CRA activities when required and available.

- Attends monthly CRA executive and body meetings.
  - Provides an annual report to the President and Referee-in-Chief.
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### **Referee Representative**

- Acts as a point of contact for CRA officials to discuss issues related to officiating, CRA operations, or Executive decisions.
- Collaborates with the President, Referee-in-Chief, and Director of Discipline to ensure the CRA body operates effectively under HC and HEO guidelines.
- Represents individual officials or groups in communicating concerns to the Executive.
- Differentiates between confidential and non-confidential matters when reporting.
- Ensures accuracy and proper documentation in all reported issues.
- Promotes awareness and compliance with CRA By-Laws, Constitution, MOU, Code of Conduct, and applicable guidelines from CRA Directors.
- Represents officials at discipline and appeal hearings.
- Coordinates and manages the CRA Apparel Program, adhering to milestone thresholds established by the Executive.
- Maintains records of all active CRA officials and tracks service years and apparel distribution.
- Assists with CRA activities when required and available.
- Attends monthly CRA executive and body meetings.
- Provides an annual report to the President and Referee-in-Chief.